
SAFETY ADMINISTRATOR JOB DESCRIPTION

Comfort Systems of Virginia, Inc. (CSV) is the leading provider in commercial HVAC, plumbing, piping, sheet metal, and servicing. Since our incorporation in 2006, we have grown our company 12 times the size and have expanded through the Virginia and North Carolina areas.

CSV is one of the fastest growing mechanical groups in this area. We are looking for an experienced full-time employee to assist in managing this growth through supporting our daily operations.

Summary: Individuals must possess a positive attitude, the willingness to take initiative, strong work ethic, and a drive for excellence with a relentless pursuit of perfection and keen sense of values, ethics, morals, integrity, and character. Must be able to work well on a team. We are looking for conscientious self-motivated individuals who work well with others and have professional customer interaction skills.

This position will report to our Chesapeake Office located at 4116 S Military Hwy. Chesapeake, VA 23321.

General Information:

Job Type: Full-Time

FLSA Status: Exempt

EOE, Drug Free Workplace

Normal Work Hours: 7:00 AM – 3:30 PM Monday thru Friday - (Workdays and hours are subject to change to meet the needs of the position and specific company demands)

Direct Report: Safety Director

Education & Experience

- High school diploma or equivalent required
- 2-3 years prior experience or knowledge as a safety support or related experience required.
- Experience with administrative and clerical procedures
- Prior experience in construction preferred.
- Prior experience with construction tracking software such as Procore, training software etc. preferred.
- DOT, OSHA and VOSH working experience preferred.

Employment Requirements

- Ability to pass initial and future drug screening(s)
- Ability to pass background check and obtain security clearance required.
- Ability to prove U.S. employment eligibility.
- Must be able to work extended hours and days as necessary.
- Must have reliable transportation.
- Must have a neat and professional appearance.
- Must have professional attitude and be reliable.
- Must have a strong work ethic.



Primary Role

The Safety Administrator's primary role is to provide support to the Safety Director as well as be knowledgeable and up to date on safety & environmental policies and procedures in the work environment. The Safety Administrator's duties and responsibilities are to ensure that the Director of Safety's needs are met in a timely and confidential manner. The Safety Administrator will be responsible for performing several administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced corporate environment. This position will report directly to the Director of Safety

Essential Duties and Responsibilities include but are not limited to the following:

- Provide administrative support for the safety department.
- Responsible for maintaining and verifying accuracy of all safety related training records by means of electronic and paper documentation.
- Prepares analysis and communications such as spreadsheets, tables, charts, presentations, notifications in relation to safety, vehicle safety and workers compensation.
- Maintains, updates, and distributes environmental/safety policies and procedures documentation.
- Compose correspondence to company personnel and external agencies as required.
- Answer phones and refer calls to appropriate personnel or provide requested information.
- Maintains confidentiality related to environmental, safety and security issues.
- Verify the adequacy and safety of all work proposed tools and equipment before leaving the warehouse.
- Work closely with the purchasing department to build safety store and keep inventory current.
- Tracking and analyzing safety data and statistics.
- Maintain an organized filing system of electronic documentation for safety department.
- Create companywide Toolbox Topics and present safety information to management.
- Works closely with Human Resources Dept to update training, accidents and driving records.
- Create strong business relationships with employees, members of management, vendors, customers, and external partners on behalf of the Safety Department.
- Create and manage literature and information to send to Marketing Manager.
- Manage complex administrative duties requiring the use of independent judgment and initiative.
- Work closely with safety and HR teams to accomplish company needs and initiatives.
- Performs other duties as assigned or required.

General Requirements

The candidate must demonstrate the following general skills/meet the following requirements:

- Work well as a team
- Must be a self-starter.
- Must always conduct themselves with professionalism.
- Excellent time management skills
- Excellent written and verbal communication skills
- Excellent organizational skills



- Competency in computer applications including Microsoft Word, PowerPoint Excel, Outlook, Bluebeam, Adobe, Procore, and safety and training tracking software
 - This position requires intermediate to advanced Excel and Power Point and Adobe pdf file creation and task management.
- Excellent organizational and record-keeping abilities – The ability to maintain good records of all safety-related activities.
- Hands-on experience with office equipment (e.g., fax machines, scanners and printers, etc.)
- Ability to be resourceful and proactive when issues arise.
- Ability to contribute positively as part of a team, helping with various tasks as required. This position will be required to work with and assist other departments as necessary.
- A willingness to gain future experience and technical training for professional development and growth.
- Ability to work well under pressure and multi-task in fast-paced environment.
- Proficiency in collaboration and delegation of duties
- Exceptional interpersonal skills.
- Attend and organize meetings on behalf of the Safety Director
- Very strong attention to detail
- Clean driving record with excellent driving habits
- OSHA 10 and/ or 30-hour certification and OSHA OTI Certification are added advantages.

Physical Requirements

The candidate must demonstrate the following physical skills/meet the following requirements:

- Ability to push, pull, and lift a minimum of 25 lbs.
- Ability to sit, stand, and walk for long periods of time.
- Ability to unload inventory and perform duties in warehouse environment.

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.

